

**2009 County Room Tax Grant
Endless Mountains Visitors Bureau**

APPLICATION CHECKLIST

Your completed application should contain the following information. Submit five (5) copies of each.

_____	Application Checklist	Required
_____	Grant Application	Required. Please complete all sections and provide all necessary backup documentation.
_____	Audited Financial Report	Required from your most recently completed fiscal year.
_____	Project Budget	Required. Current Project budget.
_____	Proof of non-profit	Not required if you received a Room Tax Grant in the past.
_____	List of Board Members, Professional Staff or Advisory Committee	Not required if you received a Room Tax Grant in the past.
_____	Marketing Plan/Materials	Required

Organization _____

Name _____

Email _____ Phone _____

PLEASE SEND COMPLETED APPLICATION TO:
ENDLESS MOUNTAINS VISITORS BUREAU
ATTN: ROOM TAX GRANTS
4 WERKS PLAZA
TUNKHANNOCK, PA 18657

APPLICATIONS MUST BE POSTMARKED BY FRIDAY, SEPTEMBER 25, 2009 **No Exceptions!**

CALL 570-836-5431 OR 1-800-769-8999 OR EMAIL jean@endlessmountains.org WITH QUESTIONS